**Persuasive Letter Outline**

**\*Only copy things written in black. Things in red are directions to guide you.**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Intro**   1. Salutation : Dear Principal, 2. Description of the problem (One sentence explaining why bullying is a problem) 3. Solution 1 (1st solution to bullying problem) 4. Solution 2 (2nd solution to bullying problem) 5. Thesis ( Persuasive Statement about how to handle bullying: **do this before completing rest of intro)** |
| **Problem Description**   1. Topic Sentence- (Intro to problem) 2. Example 1 (explain problem) 3. Example 2 (explain problem) 4. Example 3 (explain problem) 5. Concluding Sentence (Summarize problem) |
| **Solution 1**   1. Topic Sentence- (Intro Solution 1) 2. Example 1 (explain solution 1) 3. Example 2 (explain solution 1) 4. Example 3 (explain solution 1) 5. Concluding Sentence (Summarize solution 1) |
| **Solution 2**   1. Topic Sentence- (Intro Solution 2) 2. Example 1 (explain solution 2) 3. Example 2 (explain solution 2) 4. Example 3 (explain solution 2) 5. Concluding Sentence (Summarize solution 2) |
| **Conclusion and Call to Action**   1. Topic Sentence (Restatethe problem) 2. Review problem description 3. Review of Solution 1 4. Review of Solution 2 5. Restatement of Thesis (See intro) |